

**Office of Conservation
Check Management Policies & Procedures**

Secretarial Pool
Production Audit Section
Wells Records
Geological Division
Pipeline Safety Division
Injection and Mining

OFFICE OF CONSERVATION - ENGINEERING DIVISION -
SECRETARIAL POOL

CHECK MANAGEMENT PROCEDURES

1. Process the checks received via U.S. Mail and hand-carried in the Engineering Division - Secretarial Pool for public hearings, administrative applications and civil penalties as follows:
2. After stamping date received on the application or civil penalty, we then stamp the "Endorsement stamp" on the back of the check and the "Date Received" stamp on the front of the check. We then fill in the date received and write the sub revenue code (this is circled) on the front of the check.
3. Assign a customer code for the person who signed the application (attorney, geologist or engineer who is representing the oil company) or operator of record who civil penalty was issued to through SONRIS as follows:

Accounting Services
Accounting Screens
Customer Maintenance

Sometimes the person who signed the application may be the same name as the account holder on the check or in some instances the oil company provides the check to the person for filing with the application, so in this case the oil company's name would be the account holder on the check. In either case, the customer number is always assigned to the person who signed the application because this is the person who the invoice is mailed to.

4. Create an invoice by accessing the Department's accounting screen through SONRIS as follows:

Accounting Services
Accounting Screens
Invoices and Payments

Tab to the following categories and enter the following data on the blank invoice screen:

Revenue Category Code: Type "300" (the Office of Conservation's code number). You will note that the Office of Conservation, Invoice Number and Invoice Date are automatically created in the system.

Customer Code: Type in the customer code previously assigned.

Sub-Revenue: Tab to this category under the "Product" heading, and type in the sub-revenue code that is circled on the front of the check. and the system will automatically input the following data: Revenue: 1690; Org Num: 1202; Agency: 432; Qty: 1; Description: (differs according to sub-revenue code entered); Unit Cost: (differs according to sub-revenue code entered); Line Total: automatically computed by system ; and Invoice Total: automatically computed by system.

District Code: Tab to this category under the "Payment" heading, and type "7", which reflects the invoice was generated by the Baton Rouge Office of Conservation, and the system automatically enters the current date under "Receipt Date".

Pay Type: Tab to this category and enter "02", which indicates a check was received for payment.

Payment Amount: Type the amount of the check. This amount must be the same amount as referenced in the "Invoice Total" category.

Check Date: Type the date on the check.

Check Num: Type the customer's check number referenced on the check.

Remitter: Type the permanent name printed on the check for the account holder, not the name of the individual signing the check.

Select "Save" from the top of the entry screen and then "print".

5. To print the User Transmittal Report that must be attached to the original check and hand carried to the Office of Management and Finance, access SONRIS again as follows:

Accounting Services
Accounting Reports

User Transmittal Report

User: Type your user id name.

Transmittal Date: Type in the current date that you created the invoice.

Submit Query: Select this category and enter. Print a copy of the User Transmittal Report created by the System.

6. Make two copies of the check and write the Invoice Number and Customer Code on the copies. Print a second copy of the User Transmittal Report and attach it to the check copy to be filed in the "Accounting Transmittal Report" folder located in the file cabinet in the Secretarial Pool. The second copy of the check is attached to the application or civil penalty it was submitted with.
7. Attach the original payment check to the original User Transmittal Report and hand carry the same day to Nam Pham, or in his absence, Joyce Parker, of the Office of Management and Finance, located on the sixth floor. Remember, checks received **MUST** always be given to the Accounting Section on the same day you receive them.
8. A copy of the system generated invoice along with the appropriate paperwork is then mailed to the person who submitted the application. No invoice is mailed to the operator of record who submitted the civil penalty.
9. Please contact Debra Persick at 342-5544 if you have any questions or encounter any problems regarding these procedures.

OFFICE OF CONSERVATION - ENGINEERING DIVISION**PRODUCTION AUDIT SECTION****CHECK MANAGEMENT PROCEDURES**

1. Upon receipt of checks daily, the following procedure is followed:
 - A. Stamp the "endorsement stamp" on the back of the check in area specified.
 - B. Stamp the "Received" stamp on the front of the check in area that does not cover pertinent information.
 - C. In blocked area of "Received" stamp, stamp the date check was received.
2. Using the **Accounting Services** on the main menu in the Sonris system, click on the **Accounting Screens** at which time another menu will appear. Click on the **Invoices and Payments**.

Tab to the following categories and enter the following data on the blank invoice screen:

Revenue Category Code: Type "300" (the Office of Conservation" code number). After entering code, the Office of Conservation, Invoice Number and Invoice Date are automatically created in the system.

Customer Code: Type company's code using "WF" directly prior to four digit code. (Example: WF6840). After entering code, the company's name, address and contact person automatically appear on the screen. For those companies who have not been issued a code, enter code 11314. If a code has been issued but does not appear, it is necessary to go to the **Company Maintenance** file listed on the **Accounting Screens** menu and create the pertinent information. Remember to code the company beginning

code with "WF".

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Sub-Revenue: Tab to this category under the "Product" heading and hit "F9" on keyboard, to get a listing of Production Audit codes to be used. (Example: code 28 - R-4 Fee) Key code and the system will automatically input the information and compute the Line Total and Invoice Total. However, there are variables that will need to be addressed. For instance in case of the Status Code 28 - R-4 Fee, the Qty will appear as one (1), but if the company is paying for several R-4's, correct the Qty block to the number desired and the system will automatically populate the remaining areas with the correct information. In the case of the Status Code 16 - Oil & Gas Civil Penalty, since the amount of the penalty can vary, it is necessary to enter the amount.

District Code: Tab to this category under the "Payment" heading and type code "7" which indicates the invoice was generated by the Baton Rouge Home Office.

Receipt Date: Automatically entered by the system.

Pay Type: Hit "F9" on keyboard to receive a listing of type codes. Enter pay type code. (Example: 02 - check)

Payment Amount: Type the amount listed on check. This amount must agree with "Invoice Total" under the "Product" heading.

Check Date: Enter the date recorded on the company's check.

Check Number: Type number listed on company's check.

Remitter: Type the permanent name printed on check for the account holder, not the name of the individual signing the check.

After all information has been entered, "save" the records by hitting the save button at the top left hand corner of the entry screen.

3. Upon entry of all checks received on the given day, two (2) copies of the User's Transmittal Report is to be printed. This is accomplished by the following process:

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- A. Click on **Accounting Reports**. When menu appears, select "**User Transmittal Report**."
 - B. The person keying information is to key their user ID name.
 - C. Type in the current date that the transmittal is created.
 - D. Hit **Submit Query**. Shortly thereafter, the transmittal sheet will appear with keyed information.
4. A total sum of the checks should be checked against the total of the transmittal sheet. Variances should be rectified, after which copies should be made.
 5. The original checks are to be paper clipped to one copy of the check transmittal and hand carried to Nam or Joyce. Copies of the checks are to be attached to a copy of the check transmittal and retained in Production Audit in a special file for future reference.

REMINDER: IT IS MANDATORY THAT ALL CHECKS BE SENT TO ACCOUNTING THE SAME DAY YOU RECEIVE THEM.

6. **PRODUCTION FEE INVOICES**: There is a special screen for keying payments for production fees. On the Accounting Screen menu, click on Quick Payments.

Invoice Num: Type in the invoice number listed on actual invoice bill located in the top right hand corner of the bill.

IPS Pay District Code: Type in "7".

Payment Type: Hit "F9" on keyboard to get code list. Enter correct code.

Payment Amount: Type amount listed on check.

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Check Number: Type number listed on check

Check Date: Type the date the company listed on check

Receipt Date: Date will automatically come up

Remitter: Type the permanent name listed on the check by the account holder, not the person signing the check.

7. When all checks have been entered into the system on the **Quick Payment** screen for a given date, follow the same procedure as listed above for retrieval of the check transmittal.

OFFICE OF CONSERVATION - ENGINEERING DIVISION -
Well Records

CHECK MANAGEMENT PROCEDURES

1. Process checks received via U.S. Mail and in person for reproduction of data
2. We then stamp the "Endorsement stamp" on the back of the check and the "Date Received" stamp on the front of the check. We then fill in the date received and write the sub revenue code (this is circled) on the front of the check.
3. Assign a customer code for the person who signed the check (attorney, geologist or landman etc.)

Accounting Services
Accounting Screens
Customer Maintenance

4. Create an invoice by accessing the Department's accounting screen through SONRIS as follows:

Accounting Services
Accounting Screens
Invoices and Payments

Tab to the following categories and enter the following data on the blank invoice screen:

Revenue Category Code: Type "300" (the Office of Conservation's code number). You will note that the Office of Conservation, Invoice Number and Invoice Date are automatically created in the system.

Customer Code: Type in the customer code previously assigned.

Sub-Revenue: Tab to this category under the "Product" heading, and type in the sub-revenue code that is circled on the front of the check. and the system will automatically input the following data: Revenue: 1690; Org Num: 1202; Agency: 432; Qty: 1; Description: (differs according to sub-revenue code entered); Unit Cost: (differs according to sub-revenue code entered); Line Total: automatically computed by system ; and Invoice Total: automatically computed by system.

District Code: Tab to this category under the "Payment" heading, and type "7", which reflects the invoice was generated by the Baton Rouge Office of Conservation, and the system automatically enters the current date under "Receipt Date".

Pay Type: Tab to this category and enter "02", which indicates a check was received for payment.

Payment Amount: Type the amount of the check. This amount must be the same amount as referenced in the "Invoice Total" category.

Check Date: Type the date on the check.

Check Num: Type the customer's check number referenced on the check.

Remitter: Type the permanent name printed on the check for the account holder, not the name of the individual signing the check.

Select "Save" from the top of the entry screen and then "print".

5. To print the User Transmittal Report that must be attached to the original check and hand carried to the Office of Management and Finance, access SONRIS again as follows:

Accounting Services
Accounting Reports
User Transmittal Report

User: Type your user id name.

Transmittal Date: Type in the current date that you created the invoice.

Submit Query: Select this category and enter. Print two copies of the User Transmittal Report created by the System.

6. Make one copy of the check and write the Invoice Number and Customer Code on the copy. Attach it to one copy of the "Accounting Transmittal Report" to be filed in the file folder located in the file cabinet in Well Records Division.
7. Attach the original payment check to the original User Transmittal Report and bring both to Nam Pham, or in his absence, Joyce Parker, of the Office of Management and Finance, located on the sixth floor. Remember, checks received **MUST** always be given to the Accounting Section on the same day you receive them.
8. A copy of the system generated invoice is then mailed to the person who submitted the request or given to the individual if present at the time of the transaction.

OFFICE OF CONSERVATION - GEOLOGICAL DIVISION

CHECK MANAGEMENT PROCEDURES

1. Inform the public of the Geological Division's policy of accepting **checks only**, made payable to the Office of Conservation, and the charges for copies as follows:

\$.50 per fold for copies of electric logs - Advise the public that intervals of a log cannot be made and that they will be charged per fold for the **entire** log, since the well log copier can only copy the entire document.

\$1.00 per square foot for copies of maps and plats - This amount is rounded to the nearest square foot. Advise the public that although the map to be copied may not take up the entire paper size, that they will be charged per square foot since the copier still uses that much paper.

2. After advising the customer of the amount of the invoice and upon receipt of the check, write the current date and your initials on the front of the check and circle this information. Once the Office of Management and Finance provides the Division with two standardized stamps, we will be required to do as follows : stamp the "Endorsement stamp" on the back of the check and the "Date Received" stamp on the front of the check. If the customer does **not** require a receipt or invoice for payment, you may wait until there are no other customers to create an invoice in SONRIS. Make sure and **lock** the payment check in a desk drawer or file cabinet until you are ready to prepare the invoice. If the customer requires an invoice immediately, proceed to Step 3.
3. Create an invoice by accessing the Department's accounting screen through SONRIS as follows:

Accounting Services
Accounting Screens
Invoices and Payments

Tab to the following categories and enter the following data on the blank invoice screen:

Revenue Category Code: Type "300" (the Office of Conservation's code

number). You will note that the Office of Conservation, Invoice Number and Invoice Date are automatically created in the system.

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Customer Code: Type "11196". You will note that "Customer for Copies" is automatically created in the Customer Name category.

Comments: After tabbing to this category, type the name of the customer and/or company name in this category.

Sub-Revenue: Tab to this category under the "Product" heading, and type "G", which indicates the "Sale of Publications - Geology" and the system will automatically input the following data: Revenue: 1775; Org Num: 1202; Agency: 432; Qty: 1; and Description: Copies-Geology.

Qty. (Quantity): Tab to this category and change the "1" in this category to the actual number of folds or number of feet copied.

Unit Cost: Tab to this category and type either "\$.50" (charge per fold) or "\$1.00" (charge per foot), and the system will automatically compute the Line Total and Invoice Total.

District Code: Tab to this category under the "Payment" heading, and type "7", which reflects the invoice was generated by the Baton Rouge Office of Conservation, and the system automatically enters the current date under "Receipt Date".

Pay Type: Tab to this category and enter "02", which indicates a check was received for payment.

Payment Amount: Type the amount of the check received for payment. Since payment **must** be made in full at the time copies are made, this amount must be the same amount as referenced in the "Invoice Total" category.

Check Date: Type the date the customer writes on his check, which should be the same as the current date.

Check Num: Type the customer's check number referenced on the check.

Remitter: Type the permanent name printed on the check for the account holder, not the name of the individual signing the check.

Select "Save" from the top of the entry screen and then "print".

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4. To print the User Transmittal Report that must be attached to the original check and hand carried to the Office of Management and Finance, access SONRIS again as follows:

Accounting Services
Accounting Reports
User Transmittal Report

User: Type your user id name.

Transmittal Date: Type in the current date that you created the invoice.

Submit Query: Select this category and enter. Print a copy of the User Transmittal Report created by the System.

5. Write the Invoice Number created for this transaction on the front of the payment check. Make a second copy of the User Transmittal Report and attach it to the check copy and original invoice to be filed in the "Copies" folder located in the "Confidential Logs" file cabinet in the Log Files Section.
6. Attach the original payment check to the original User Transmittal Report and hand carry the same day to Nam Pham, or in his absence, Joyce Parker, of the Office of Management and Finance, located on the sixth floor. Remember, checks received **MUST** always be given to the Accounting Section on the same day you receive them.
7. Please contact Rayetta de Mond at 342-5510 if you have any questions or encounter any problems regarding these procedures.

OFFICE OF CONSERVATION - PIPELINE SAFETY DIVISION

CHECK MANAGEMENT PROCEDURES

1. Inform the public of the department's policy of accepting checks only, made payable to the Department of Natural Resources for regulation booklets as follows:

REGULATION 9 (GAS)	WITH POSTAGE	\$15.00
REGULATION 9 (GAS)	WITHOUT POSTAGE	\$12.00
LIQUIDS	WITH POSTAGE	\$10.00
LIQUIDS	WITHOUT POSTAGE	\$7.00

Inform the public that copy cards are available for purchase from Accounting or Well Files that can be used to make copies of our public records @ \$.25 per copy.

2. Upon receipt of the check, stamp the Endorsement" stamp on the back of the check and the "Date Received" stamp on the front of the check.
3. Create an invoice by accessing the Department's accounting screen according to established accounts receivable procedure.
4. Make 2 copies of the "User Transmittal Report." Keep one copy for office records, along with a copy of the payment check. Take the other copy of the report, along with the original payment check to Nam Pham, or in his absence, Joyce Parker in the Office of Management and Finance, located on the sixth floor.

OFFICE OF CONSERVATION - PIPELINE OPERATIONS DIVISION

PROCEDURES FOR HANDLING REVENUE

All Checks Must be brought to Accounting within 24 hours of receipt

Determine that the check is made out to the "Office of Conservation" and for the correct amount.

Stamp the front of the check in the place designated by the Accounting Department with the "RECEIVED" stamp. Enter the date received in the space provided.

Stamp the back of the check in the place designated by the Accounting Department with the "PAY TO THE ORDER OF" stamp.

If the check is for a Pipeline or Site Clearance Application fee, write the "PL or SC Docket Number" on the front, bottom left of the check.

Enter the check into the computer using "SONRIS/2000" Accounting Services, following procedures in the "ACCOUNTS RECEIVABLE USER GUIDE".

Write the "Invoice Number" from the computer screen on the front, top left of the check.

Print (2) two copies of the invoice from the computer screen. One copy is filed in the appropriate PL or SC docket folder and the other copy is filed in the "CHECK RECEIPTS" book which is maintained by the Office Coordinator in the Pipeline Operations Section. If the check is payment for Regulations or Copies you will only need the copy for the Check Receipts book.

Print (2) two copies of the "User Transmittal Report" from the computer screen. File one copy in the "CHECK RECEIPTS" Book.

Prepare a "CHECK RECEIPT LETTER". These are found under the "F" Drive (F:\USERS\PATRICIA\Newpipe\Check Receipts). Have the letter signed by Mariano or Joel.

Make (2) copies of the "CHECK RECEIPT LETTER" and (1) copy of the check.

Attach the check to the "USER TRANSMITTAL REPORT" and bring it to Accounting. Stamp the transmittal report with the date stamp (don't stamp the check) in accounting and leave it in the basket which is on the side of the date stamp machine.

Mail the original "CHECK RECEIPT LETTER" to the Applicant.

File a copy of the "CHECK RECEIPT LETTER" and the copy of the check (along with the copy of the Invoice from the computer) in the appropriate docket folder.

If the check was for payment of regulations or for copies, you will attach the copy of the check to the invoice and file it in the "CHECK RECEIPTS" book. A "CHECK RECEIPT LETTER" is not used in this case.

Enter the pertinent information (follow example from previous entry) on the "CHECK RECEIPT LIST" found under F:\USERS\PATRICIA\Newpipe\Check Receipts.

From: Susan Marler
To: Joyce Parker
Date: 7/19/00 8:52AM
Subject: Re: Office procedures for handling Revenue

Susie Marler's procedure for processing revenue for Injection and Mining Division.

All checks are sent to accounting daily. First, I make sure the correct amount of fees were paid. Then I will generate an invoice number using the Accounting Sonris System. The checks are stamped with deposit only, date received, and I write the invoice number and sub revenue code on each check. That afternoon an User Transmittal Report is generated. I make copies of all checks for our records. The Transmittal Report and checks are then hand delivered to accounting.

Thanks!

>>> Joyce Parker 07/18/00 01:45PM >>>

Angelin Morgan is continuing to establish Policies and Procedures for the Department, and has requested Fiscal's Cash Management Policy and Procedures. I am not sure that ya'll have updated yours since A/R came on-line. Some of you do not have any at all. I need for you to begin today writting down everything you do when revenue enters your office. I offer my assistance to you but I cannot write yours for you because I don't know what you do.